



# Laverstock & Ford Parish Council

## Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

### Meeting of the Parish Council held on Monday 20<sup>th</sup> April 2026 at 7.00pm Old Sarum and Longhedge Community Centre DRAFT MINUTES

**Councillors Present:** Barker, Holland, Jones (Chair), Lynn, McDonald, Waller  
**In attendance:** Sloan (Clerk), Prince (Responsible Financial Officer), Heather (Operations Officer)

There were six members of the public in attendance. Two spoke about a planning application they intend to lodge for a house development in Ford, two spoke about parking issues on Boundary Road.

The meeting commenced at 7:16pm.

#### **PC26.035 Apologies for absence**

Apologies had been received from Cllrs Baker, Schneider, Williams and Vanstone.

**Resolved:** to accept the apologies received.

#### **PC26.036 Declarations of interest**

Cllrs Holland and Lynn declared an interest in agenda item PC26.038 Old Sarum Community Centre Eden Big Lunch grant application as trustees of the applicant charity.

#### **PC26.037 Confirmation of minutes of previous meeting**

**Resolved:** to confirm, as a correct record, the minutes of the previous meeting of the Council held on 16<sup>th</sup> March 2026.

#### **PC26.038 Grants**

The Deputy Clerk had circulated Report PC26.038 ahead of the meeting containing a grant application by Old Sarum & Longhedge Community Centre for its Eden Big Lunch.  
**Resolved:** that the Council grants £700 to Old Sarum and Longhedge Community Centre towards the Eden Big Lunch event under the powers granted by Section 137 of the Local Government Act 1972.

Cllrs Holland and Lynn did not vote on this matter having declared an interest.

The Clerk had circulated Report PC26.038b ahead of the meeting containing details of Category B grants received in the prior fiscal year.

**Resolved:** that the Council grants £300 to South Western Ambulance Charity under the powers granted by Section 137 of the Local Government Act 1972. That the Council grants £875 to Silver Salisbury under the powers to make grants provided by Section 137 of the Local Government Act 1972. That the Council grants £535 to Community Transport South Wiltshire under the powers to make grants for Community Transport Schemes Local Government and Rating Act 1997, Sections 26-29.

Council further noted that the provision of these three Category B grants leaves £1,816.07 in the Grant Reserve.

#### **PC26.039 Planning**

PL/2026/01623 Extension at Premier Inn, Pearce Way, Bishopdown SP1 3GU

Councillors discussed this application noting that one member of the public had lodged a comment mentioning noise from bins on the planning application page on Wiltshire Council's site. No other comments had been posted at the time of the meeting.

**Resolved:** To SUPPORT this application as it would enhance the bed spaces in the area.

PL/2026/00652 Proposed new access Portway House, Old Sarum Park

Councillors discussed this application in light of new information lodged on the planning portal.

**Resolved:** to leave the OBJECT comment lodged on 24th February 2026 unchanged.

Planning Log

The Deputy Clerk had circulated the Planning Log in advance of the meeting.

**Resolved:** to approve the following responses

PL/2026/02034 Demolition of existing house and erection of replacement dwelling at 22 Riverside Close, Laverstock NO COMMENT

PL/2026/02120 Works to TPO trees Sherbourne Drive/Barker Close Old Sarum / Longhedge NO RESPONSE as it's a Parish Council application

PL/2026/01810 Works to TPO trees 1 Norton Drive, Ford, Salisbury NO COMMENT

PL/2026/01752 Listed building consent - redesign kitchen and dining, replacement window Tithebarn, Wolferstan Drive, Bishopdown NO COMMENT

PL/2026/01489 Proposed Garden Room for use incidental to the enjoyment of the house and retrospective approval for the realigned rear boundary fence 20 Norman Drive, Old Sarum NO COMMENT

#### **PC26.040 Neighbourhood Plan**

The Clerk circulated Report PC26.040 ahead of the meeting.

**Resolved:** NOT to undertake any further work on reviewing the Neighbourhood Plan for the reasons listed in the report.

#### **PC26.041 MUGA Tender decision**

The Clerk circulated Report 26.041 in advance of the meeting. Councillors discussed the report and the tender process as a whole.

**Resolved:** to appoint Tender 2 (Wicksteed) to carry out the MUGA work as specified at a value of £58,881 ex-VAT.

#### **PC26.042 Installation of new bins at Old Sarum**

The Clerk circulated Report PC26.042 in advance of the meeting.

**Resolved:** to install one litter bin at a location across the road from the Co-Op in Old Sarum adding it to the current refuse collection contract.

#### **PC26.043 Side Agreement Related to Adoption of Assets at Westside Close, Old Sarum**

The RFO circulated report PC26.043 in advance of the meeting. The report noted that the Parish Council will, after signing, have access to a total of £143,820.90 of developer contributions in order to maintain and improve the facilities for residents at Westside Close. The Open Space Maintenance contribution of £58,831.19 will be applied to maintain public open space. The Youth and Adult Leisure Contribution of £30,412.98 will be used to construct a MUGA on The Green, Old Sarum. The LEAP Contribution of £54,576.73 will be used to maintain or upgrade play areas at Norman Drive and off Pheasant Drive, Old Sarum.

**Resolved:** to sign the Section 106 Side Agreement relating to land at Westside Close, Old Sarum, SP4 6BX.

#### **PC26.044 Internal Audit**

The RFO circulated report PC26.044 in advance of the meeting.

**Resolved:** That the Council has reviewed the Observations and Recommendations of the internal auditor and noted the Comments and corrective actions recorded by the Clerk and RFO in accordance with Financial Regulations Section 3

#### **PC26.045 Registration for VAT**

Council noted that this matter (PC26.031) is being held until officers receive further professional advice.

#### **PC26.046 Review of Asset Register**

Report 26.046 had been circulated in advance of the meeting with a full copy of the current Asset Register.

**Resolved:** That the Council approve the Asset Register in line with Standing Orders.

#### **PC26.047 Finance Report**

##### Payment for CCTV at HPP – exception to Financial Regulations

**Resolved:** to make a singular exception to the Financial Regulations in order to allow for the Parish Council to make a payment of £3,213.80 ex-VAT for the installation of CCTV at Hampton Park Pavilion. The exception was to the requirement to obtain three quotes.

##### Approval of Earmarked Reserves

Report PC26.047(2) was circulated in advance of the meeting.

**Resolved:** That the Council approves the write-down of Earmarked Maintenance Reserves of £56,342.27.

**Resolved:** That the Council approves expenditure of £2,019.83 from the Hampton Park Pavilion Dilapidations Reserve, and £5,923.83 from the Community Infrastructure Levy Reserve.

**Resolved:** That the Council approve Earmarked Reserves totalling £1,615,115.75.

Report PC26.047 was circulated in advance of the meeting. Cllr McDonald had conducted detailed financial checks this month.

##### Adoption of monthly accounts for March 2026

**Resolved:** To adopt monthly accounts for March 2026 as a true record of the Council's finances with the exception of the bank reconciliation due to the absence of Cllr Baker.

##### Authorisation of payments

The list of payments had been circulated in report PC26.047. BACS payments for this month include the following payments from Earmarked Reserves. £2,019.83 from Hampton Park Dilapidations Reserve for new CCTV. £4,679.98 from Community Infrastructure Levy for two new SIDs. £1,243.85 from Community Infrastructure Levy to restore Ford fingerpost.

**Resolved:** that the Council authorises the debit card, direct debit and standing order payments of £1,473.97 and the BACS payments of £40,141.64.

##### Review of Reserves and Treasury deposit report

Reserves and Treasury Reports had been presented in report PC26.047.

£1,799,621.31 was held on deposit on 31st March 2026.

With Lloyds. £273,925.99 is invested in a 95-Day Notice account that yielded £630.88 interest at 2.63%.

With CCLA. £1,525,695.32 is invested in the Public Sector Deposit Fund and earned a dividend of £4,560.05 in March. The dividends were re-invested. The current yield is 3.74%. £50,000 was withdrawn from the PSDF account on in March to meet payments.

Total interest and dividends earned in March 2026 were £5,190.93. The total for 12 months is £68,161.03. The budget was £65,000.

**Resolved:** to note the report on Treasury Deposits and Reserves.

**PC26.048 Clerk's Report – verbal**

The Clerk reported that matters are progressing with Venues Project. Wellers Law has been contracted as approved, and the Clerk is looking to secure specific VAT advice from Parkinson Partnership. The police provided a report on crime in the area and are planning to hold a meeting at Old Sarum Community Centre in the coming weeks to discuss issues in and around the estate. The Clerk asked Council to note that Salisbury City Council is no longer providing youth club provision and, instead, that District Sports has been contracted to provide a continuation of youth clubs within the parish on similar terms to those offered by Salisbury City. Old Sarum Community Centre are applying for grants to install solar panels on the building and have been asked by the Clerk to ensure a survey of the roof is carried out prior to any potential installation. Officers met with The Land Trust recently to discuss management of Castle Hill Country Park and the Clerk is working on obtaining further clarity as to adherence to the Management Plan that is specified in the lease for that asset. We have an additional councillor candidate that has begun the co-option process; bringing the total to three. The Clerk and officers are working closely with Wiltshire Council officers on major planning applications and developments in the parish. Actions arising from WorkNest's health and safety audit are almost complete. Matters outstanding include fencing at Whitebridge Spinney. Finally, that the Clerk is still waiting for three councillors to provide the documents specified in the adopted Driving for Work Policy.

The meeting closed at 9:05pm.

**Date of next meeting:** To note the date of the next meeting which is scheduled for Monday 18<sup>th</sup> May 2026 at Old Sarum and Longhedge Community Centre.

SIGNED:

DATE: